

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Tuesday, November 26, 2013 4:33 PM
To: Vars, Jeanette
Subject: RE: filing old records

Categories: Record Saved - Shared, Blue Category

Jeanette,

I would start by making a Word document with a list of folders that are in the box. Once that's done, please email it to me and I can walk you through the next step of entering it into Versatile. Hope that helps! Thanks.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Vars, Jeanette
Sent: Tuesday, November 26, 2013 2:48 PM
To: Aoyama, Joyce
Subject: FW: filing old records

I have a box of contracts on my old desk and I need to do something with them. Where do I start? Please give me your expert advices. Thanks a lot!

From: Johnson, Deborah G.
Sent: Tuesday, November 26, 2013 2:42 PM
To: Vars, Jeanette
Cc: Allamano, Jonell
Subject: filing old records

The box of contracts that can be sent off is on your desk. These contracts are not old enough to destroy. Please prepare them per our earlier conversation.

Thanks,

Deborah G Johnson
Budget Analyst
Region 10
206-553-6980 (office)
206-330-8432 (cell)